

## **Wyoming Workers' Safety Reminds Employers to Post Injury/Illness Summaries Beginning February 1**

Beginning February 1, those employers required to keep the OSHA 300 Occupational Illness/Injury Log must post a summary of the total number of job-related injuries and illnesses that occurred last year. Employers are only required to post the Summary (OSHA Form 300A) -- not the OSHA 300 Log -- from February 1 to April 30.

The summary must list the total numbers of job-related injuries and illnesses that occurred in the previous year and were logged on the OSHA 300 form. Employment information about annual average number of employees and total hours worked during the calendar year is also required to assist in calculating incidence rates. Companies with no recordable injuries or illnesses in previous year must post the form with zeros on the total line. All summaries must be certified by a company executive.

The form is to be displayed in a common area wherever notices to employees are usually posted. Employers must make a copy of the summary available to employees who move from worksite to worksite, such as construction workers, and employees who do not report to any fixed establishment on a regular basis.

Employers with ten or fewer employees and employers in certain industry groups are normally exempt from the OSHA injury and illness recordkeeping and posting requirements. A complete list of exempt industries in the retail, services, finance and real estate sectors is posted on Wyoming Workers' Safety website.

Copies of the OSHA Forms 300 and 300A, plus the completion instructions, are available on the Wyoming Workers' Safety webpage in either Adobe PDF or Microsoft Excel Spreadsheet format.